

**U.S. BANKRUPTCY COURT, WESTERN DISTRICT OF TEXAS
REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES
FOR PRO SE INDIVIDUAL DEBTOR
VOLUNTARY CHAPTER 13 CASE**

*Certificate of Credit Counseling **or** Certificate of Exigent Circumstance with proposed order **or** Motion to Waive Credit Counseling with proposed order. Must be filed with the petition for an individual debtor.

[Official Bankruptcy Forms](#)

B1 Vol Pet Exhibit D

*Statement of Current Monthly Income and Means Test Calculation (Official Form B22C) should be filed with the petition or within 14 days. If filed with the petition, the document should be included in the petition packet PDF. This document determines presumption of abuse.

[Official Bankruptcy Forms](#)

B22C Statement of Current Monthly Income and Means Test Calculation (Ch 13)

*Filing Fee of \$281 **or** an Application for the fee to be paid in installments (Official Form 3A) *Note: If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Fee payable in cash (exact change), money order or cashier check only.*

*Voluntary Petition (Official Form 1).

[Official Bankruptcy Forms](#)

B1 Vol Pet Form

Summary of Schedules (Official Form 6). Must be filed with the petition or within 14 days.

[Official Bankruptcy Forms](#)

B6 Summary of Schedules

Schedules A - J (Official Form 6A - 6J). Must be filed with the petition or within 14 days.

[Official Bankruptcy Forms](#)

B6A Sch A Form

B6B Sch B Form

B6C Sch C Form

B6D Sch D Form

B6E Sch E Form

B6F Sch F Form

B6G Sch G Form

B6H Sch H Form

B6I Sch I Form

B6J Sch J Form

Declaration Concerning Debtor's Schedules (Official Form 6-Decl). Must be filed with the petition or within 14 days.

[Official Bankruptcy Forms](#)

B6 Declaration Concerning Debtor's Schedules

Statement of Financial Affairs (Official Form 7). Must be filed with the petition or within 14 days.

[Official Bankruptcy Forms](#)

B7 Statement of Financial Affairs

Statement of Intention (Official Form 8). Required ONLY if the schedules of assets and liabilities contain debts secured by property of the estate or personal property subject to an unexpired lease. Must be filed within 30 days or by the date set for the 341 meeting of creditors, whichever is earlier.

*Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer, if applicable (Official Form 19). Must be filed with the petition if prepared by a "bankruptcy petition preparer."

[Official Bankruptcy Forms](#)

B19 Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer

*[List of Creditors Verification](#) (local form) and a List of Creditors. Must be filed with the petition.

*[Pro Se Questionnaire](#) (local form). Must be filed with the petition.

*Statement of Social Security Number (Official Form 21). Must be filed with the petition.

[Official Bankruptcy Forms](#) B21 Statement of Social Security Number

Financial Management Certificate (Official Form 23). Must be filed within 45 days after the first date set for the 341 meeting of creditors.

[Official Bankruptcy Forms](#)

B23 Debtor's Certification of Completion of Instructional Course Concerning Financial Management

*Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form B280). Must be filed with petition if prepared by a "bankruptcy petition preparer".

[Official Bankruptcy Forms](#)

B280 Disclosure of Compensation of Bankruptcy Petition Preparer

Chapter 13 Plan (Western District of Texas Form) is a document that is filed concurrently with or shortly after a debtor's Chapter 13 bankruptcy petition is filed.

The Plan specifies the treatment of debts, liens, and the secured status of assets and liabilities owned or owed by a debtor in regard to his bankruptcy petition. A Plan will take effect when it meets specified requirements, for example:

The Plan should provide that unsecured creditors will receive as much through the Chapter 13 Plan as they would in a Chapter 7 liquidation, that the Chapter 13 Plan has not been objected to, that it will repay all creditors in full, or commit the debtor's disposable income to the Chapter 13 Plan for three years (or five years for a debtor who makes above median income).

The Debtor has to file a proposed plan with the filing of the petition or within 14 days after the filing of the petition. The debtor may obtain permission from the court for an extension of time to file a proposed plan, should they not be able to file one within the 14 day period.

UNITED STATES TRUSTEE REQUIREMENTS:

Copies of all payment advices (pay stubs) or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition. DO NOT file with the court but provide to the United States Trustee.

Debtor's federal income tax return (or transcript of return) should be provided for the most recent tax year ending immediately before the commencement of the case and for which a return was filed. DO NOT file with the court but provide to the United States Trustee.

***Items marked with asterisks must be provided with the voluntary petition at the time of filing.**

EMERGENCY FILINGS

For an emergency filing, the following documents are required:

Filing Fee of \$281 **or** an Application for the fee to be paid in installments ([Official Form 3A](#)) *Note: If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Fee payable in cash (exact change), money order or cashier check only.*

Voluntary Petition (Official Form 1).

[Official Bankruptcy Forms](#)

B1 Vol Pet Form

*Statement of Social Security Number (Official Form 21). Must be filed with the petition.

[Official Bankruptcy Forms](#)

B21 Statement of Social Security Number

Certification of Notice to Individual Consumer Debtor (Official Form 201B)
[Official Bankruptcy Forms](#)

[List of Creditors Verification](#) (local form) and a List of Creditors. Must be filed with the petition.

**FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY
RESULT IN DISMISSAL OR THE CLOSING OF YOUR CASE WITHOUT A
DISCHARGE.**

Revised 07/13